

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

July 27th, 2020

Called to Order at 6:40pm

Roll Call:

Board Members Present

Position 1 – Dennis Crawford (Absent)
Position 2 – Sue Nevotti (Absent)
Position 3 – Todd Rumery
Position 4 – Bill Ertel
Position 5 – Wes Nevotti

Williams Staff Present

Administrative Assistant – Jennifer Vetter
Chief – Rick Vetter

Public Presence:

Jason Stevens – Firefighter/Resident

Agenda Review:

The agenda was reviewed and additional information/points were added to the agenda by a board member as a separate sheet in addition to the published agenda. Items included were:

- Oversight duties of the Board
- Personal safety of board members
- Ratification of Chief's Salary Agreement
- Admin job description
- Policy and Procedures – Fleet management – Chapter 11 vehicle use
- Responding to Citizen Complaints
- Referral of Abuse of Executive Sessions to the Oregon Ethics Commission
- Review of department website
- Personal matters

➤ A motion to approve the agenda with the additions was made by Todd Rumery and seconded by Wes Nevotti. The motion passed unanimously.

Announcements:

None.

Public Input:

None.

Approval to Accept Board Meeting Minutes:

A motion to approve the Regular Board Meeting minutes of June 1, 2020 was made by Wes Nevotti and seconded by Todd Rumery in which the Board requested Jennifer Vetter to remove the Board Member's name from formal documentation in regards to the holding of an executive session that was not allowed by ORS. The motion passed unanimously.

Discussions were brought up by a board member of whether to refer the holding of the executive session outside of the ORS should be reported to the Ethics Commission. The majority (2 out of 3) of the board members present voiced opinions against the proposal of a report being made and expressed that since further coming to the understanding of the mistake made, that it was a lesson learned regarding executive sessions and referral to the Ethics Commission was unnecessary.

In regards to a former meeting, discussions were held regarding a community member complaining about the use of district vehicles. It was further discussed that the resident may have not liked the driver/operator as the reason behind the complaint.

A motion to approve the June 29, 2020 minutes was made by Todd Rumery and seconded by Wes Nevotti. The motion passed unanimously.

Clerk/Treasurer Report:

Clerk/Treasurer reports for July 27, 2020 were reviewed by the board members. Jennifer Vetter answered questions about revenue and expenses for the previous month's expenses. Each line item was reviewed in each financial report. Discussions included spending on district credit cards, payroll, regular monthly bills, and station maintenance/repairs items.

Each of the reports reviewed included:

- The Chief's credit card
- The Admin's credit card
- The Board Chair's credit card
- The Umpqua Bank Account
- Profit and Loss Statements
- LGIP Account
 - A motion to accept the Clerk/Treasurer's report was made by Todd Rumery and seconded by Wes Nevotti. The motion passed unanimously.

Fire Chief's Report:

- **Number of calls in May**
 - 7 calls total
 - 1 Medical call
 - 1 Motor Vehicle Accident
 - 1 Fire – Grass Fire 1 acre with assistance from ODF caused by mower
 - 1 Fire Alarm

- 2 Smoke Investigations
 - 1 Lift Assist
- **Personnel/Recruitment**
 - No current applications in process at this time due to COVID-19
 - Training with Southern Oregon Wildfire School
 - Attended by Chief Vetter and Lieutenant Sundell for 2 days with other agencies out of Josephine and Jackson Counties
 - Grants Pass Wildland Interface with the City of Grants Pass
 - Attended Lieutenant Sundell, Heather Sundell, and Jennifer Vetter (Day 1) and by Chief Vetter, Jon Scaroni, and Jason Stevens (Day 2)
 - Scaroni and Carlock to take their Firefighter 1 practicals/retakes from RCC
 - Fall EMT Attendance at starting at the end of September
 - Chief Vetter
 - Jennifer Vetter
- **Meetings**
 - Coffee with the Chief
 - Attended by Sheriff Dave Daniel and County Commissioner Dan DeYoung
 - July 4 Parade
 - The department and the Support Group attended
 - The parade featured all apparatuses
 - A BBQ was held at the end at the station
 - Free Masks with Josephine County
 - 760 masks were given out
 - Chief McLaughlin
 - Revisions to the mutual aid contract started
- **Old Station**
 - Being remodeled through the efforts of the Fire Department Support Group from the sale of t-shirts and private donations from the public
- **Property**
 - Mobile Home:
 - Completely set up
 - Contractor has submitted for final payment – awaiting one signature of two
 - Station:
 - New changing area for staff and volunteers
 - Clean-up
 - Dump runs by Mark Fitzpatrick
- **Safety Committee**
 - No Safety Committee meeting to report.
- **Apparatus/Vehicles/Equipment**
 - 8770 – Support Group Vehicle
 - To be auctioned off on August 3, 2020

- **Board Training**
 - SDAO Board Member Trainings are recommended by the Training Officer
 - Captain Holt will be contacting the board members
 - A motion to approve the Chief's Report was made by Todd Rumery and seconded by Wes Nevotti.

Other Reports:

- **Chair**
 - Nothing to report
- **Support Group**
 - Donations and picnic before Labor Day
- **Other**
 - Nothing to report

Unfinished Business:

- **Rich Cassidy – Mobile Home Project**
 - Walkthrough
 - Checklist of walkthrough items
 - Contractor Payments
 - Suggested to hold 10% for 90 days
 - Contractor to sign documents that all subs have been paid
 - Other considerations
 - Hire building inspector
 - 4-hour well flow test
 - Workshop

New Business (and other additions to agenda):

- **Over site duties of the Board**
 - We are all a team
- **Personal safety of board members**
 - Safety is first
- **Ratification of Chief's Salary Agreement**
 - The Chief's salary agreement was reviewed to show the change from \$3000 per month to \$3083.33 per month that was put in place February 1, 2020
 - A motion to approve the Chief's Salary Agreement of February 1, 2020 was made by Wes Nevotti and seconded by Todd Rumery.
- **Admin job description**
 - Jennifer Vetter's job description will be put on next agenda to be reviewed
- **Policy and Procedures – Fleet management – Chapter 11 vehicle use**
 - District vehicles are not to leave the district; however, a duty officer may take the vehicle out of district at the Fire Chief's discretion. Vehicle will not be used for personal use.

- Duty officers are given permission at the discretion of the Chief to use district vehicles in and out of district
- A special notation by request of the Board in these minutes regarding the use of the unmarked vehicle in the fleet:
 - ✚ *The use of the unmarked fleet vehicle will be used by Captain Holt with the discretion of Chief Vetter and supported by the Board.*
- **Responding to Citizen Complaints**
 - Addressing citizens' complaints that want to be anonymous yet still addressing the situation/complaint
- **Referral of Abuse of Executive Sessions to the Oregon Ethics Commission**
 - Two out of three members present were not in favor (see above discussion under minutes section)
- **Review of department website**
 - Add Board Member Term Dates
 - Update any missing information
- **Personnel matters**
 - Not discussed

Announcement of Next Regular Board Meeting:

Monday, August 24, 2020 at 6:30pm

Motion to Adjourn:

- A motion to adjourn was made by Wes Nevotti and seconded by Todd Rumery at 8:32pm.

Attachments: Board Meeting Agenda with additional agenda points, the Chief's and Clerk/Treasurer's reports for July 27, 2020, Fire Chief Salary Agreement, and Minutes of the previous Board Meeting.

Respectfully Submitted:

Wes Nevotti, Chairman